

# **Youth Sport Facility Grant Fund: Program Policies and Project Selection Guidelines**

## **Section I.**

### **Introduction and Background: The General Purpose of the Youth Sport Facility Grant Fund**

The King County Council in Ordinance No. 10454, adopted basic criteria to define the purpose of the "Youth Sports Facilities Grant Fund":

1. The funds shall be made available to develop, renovate, or repair sports facilities primarily serving persons under 21 years of age, including those located in low- and moderate-income communities within King County.
2. A sports facility is defined as any structure or field that is intended to be used primarily for athletic purposes.

In addition, the Council requested that this program do the following:

3. Encourage the leveraging of funds from other sources;
4. Hold an annual request-for-proposal (RFP) process that is integrated as much as possible with the Community Development Block Grant (CDBG) Program; and
5. Minimize administrative costs.

## **Section II.**

### **Youth Sport Facility Grant Fund: Encouraging Community and Public Partnerships**

Public areas, including undeveloped parks, fields, and school playgrounds, are already the focus of many neighborhood youth athletic activities. In the case of schools, their fields and often their gyms are generally available to and used by youth sports organizations and the surrounding community in the off hours. Sometimes a field which has fallen into disrepair needs only a modest investment to rehabilitate it (and perhaps a commitment from a youth sports organization or the community to help maintain it) in order for the field to be usable again to both the school and the youth sports organizations or community. Other public lands have the same potential for sports use with a modest investment. Consequently, these policies stress a partnership between public entities with suitable property and the surrounding community or neighborhood including and especially local youth sports organizations.

#### **A. Eligible Activities**

The funds will be available to develop, renovate, or repair sports facilities (defined as structures or fields intended to be used primarily for athletic purposes) which increase recreational or athletic

opportunities primarily serving persons under 21 years of age. Funds are not available for design work (architectural/engineering services) or permits.

Projects located on publicly owned property are emphasized. Such property may include that currently owned by schools, a city or the County, utility districts, park and recreation service districts, Metro, and other public entities. Projects may be located on private land only if the applying youth sports organization or community group is a 501(c)(3) nonprofit and has free and clear title to the property.

**Maximum Award:** **\$75,000**

**B. Eligible Geographic Areas**

Any area in King County, including the cities, is eligible. Projects in predominantly low- and moderate-income neighborhoods and communities will be encouraged through a reduced match requirement.

**C. Eligible Applicants/Recipients**

Because this program emphasizes a partnership between the local community and the public entity, applications for projects occurring on publicly owned property must be jointly submitted by a community group or youth sports organization and a specific public entity. The partners must develop a long-term use agreement to govern the use of the property and assign responsibilities. The general public must have access to the facilities. If the applicant is a nonprofit community group or youth sports organization, proposals for projects on its private land must also include a long-term use agreement. A draft of the agreement must accompany the grant application. A valid alternative to a draft agreement is a letter of intent to enter into a long term use agreement signed by both applicant parties. King County will reserve the right to review and recommend changes to the agreement for a funded project. Agreements must be finalized prior to contracting and release of grant funds. (See Legal and Contractual Requirements, page 6, for further details.)

King County will contract with the public entity for the funds, unless that entity requests the County contract with the community group, in which case the community group must have 501(c)(3) nonprofit status.

**D. Matching Requirements**

Because the program is designed to leverage funds from other sources, there is a 1:2 match requirement. This means that applicants must provide \$1 for every \$2 requested. Match will be evaluated based on its adequacy in completing a quality project more than simply meeting the program requirements.

### Match Criteria:

- Timing is important. Match resources must only be used after the project is actually awarded a notice to proceed. There are two exceptions to this rule: design time and permits, which are included in match, may be expended prior to the award--recognizing the need to use this type of match in order to pull together a credible application. Applicants must keep records of all match expended. Once under contract recipients will be asked to report on match expended.
- A match may include cash, volunteer labor, donated supplies, equipment, or professional services such as design work.
- At least 25% of the total resources provided as the match must come from the community or sports organization itself (in contrast to resources from the school district, State or local government, a national or regional foundation, etc.).
- At least 50% of the total match must come from the public entity
- All volunteer labor will be valued at \$15 an hour. Volunteer time devoted to fundraising and completing the project application is **not** considered part of the match.
- Professional services shall be valued at the reasonable and customary value of the product or service contributed by the professional to the proposed project. Any professional services claimed as a match must be directly related to the project. Please refer to <http://www.workforceexplorer.com/> in order to determine hourly wage.
- Assistance or funds from King County will not be accepted as part of a match, nor will any Federal Community Development Block Grant funding.
- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project.
- Match contribution may be pledged by the donors as opposed to being actually collected and in-hand. However, the pledged match must be secure; that is, the applicant must have written evidence to support each element of the match from each donor.
- All applications will be checked against the list of match requirements. If the match, as described in the application, does not meet this definition, the application may be considered ineligible.

### **Requesting a Community Match Reduction:**

If the project will be located in and will serve a predominantly low- and moderate-income community, and if the community or youth sports organization is unable to obtain the 25% match, applicants may request a community match reduction. Applicants must submit a letter requesting a reduction in community match. The letter must:

- Explain why the reduction is requested
- Confirm that the public agency will make up match difference
- Be signed by both the community group and public agency

### **E. Qualifying for the Reduced Match**

There are two methods of qualifying for the reduced match:

1. Standard method. The applicants must show that the project is located in a Census tract that is predominantly (51%) low- and moderate-income (defined as 80% of the median income).

Youth Sports Facility Grant staff can provide the Census data. Applicants wishing to qualify for the reduced match are urged to address this issue well before applications are due.

2. Alternate method. There is an alternative method that may be used if a project is located in an elementary school service area where 40% or more of the students are on the reduced and/or free lunch program. If this is the case, there will be an assumption that the surrounding neighborhood or community is predominantly low- and moderate-income. Where this assumption cannot be made--specifically in the Seattle School District, where an elementary school's students may be drawn from anywhere in the district rather than the geographic area surrounding the school, the project must be located on or adjacent to school property in order to qualify for the reduced match.

## **Section III. Evaluation and Rating Criteria**

Proposed projects which meet the match requirements above will be evaluated and rated based on the criteria below:

### **A. Quality of Match**

The proposed match is adequate, **secure, and ready** to expend:

+ 0 to 15 points

This criterion evaluates the realism of the applicant's proposed match, its availability, and its success in combining resources to complete a quality project. Maximum points will be awarded to applicants who demonstrate convincingly that they have a diverse match readily available. For example, evidence of a secure match consisting of cash could be a bank statement and a resolution from the organization reserving a specific amount for the project. If the match is volunteer time, pledge sheets of individual commitments with specific time amounts totaling the proposed match is convincing evidence that the match is secure.

Match will be evaluated based on its adequacy in completing a quality project more than simply meeting the program requirements.

## **B. Neighborhood/Community Impact**

The proposed project addresses a **severe deficiency and high need** for the particular type of youth sports facility:

+ 0 to 15 points

Maximum points will be awarded to projects addressing a high priority neighborhood/community youth sports facility need. A project will receive no points if the need for the project is not documented. Evaluators will consider existing facilities when evaluating the proposed project.

## **C. Proposed Project Management**

Proposed project is well-planned and ready for implementation:

+ 0 to 15 points

Maximum points will be awarded to projects that are carefully planned and clearly ready to proceed as soon as a grant award is available. The elements of a good plan include a well-defined scope of work, clear and measurable objectives, activities that will accomplish the objectives within a detailed time frame, indication that the applicant has provided for any specialized knowledge or expertise necessary to accomplish the objectives, and evidence that there is well-established coordination between the joint applicants. Any necessary permits need to be identified and steps taken to obtain them documented.

## **D. Proposed Project Design**

Proposed project is well designed to consider current and future needs.

+ 0 to 15 points

Maximum points will be awarded to projects that are thoughtfully designed and consider the following elements: appropriate and quality materials, potential phasing, accessibility, efficiencies, maintenance, aesthetics, space relationships, and sustainable or green design.

## **E. Project Budget**

The proposed **budget** is a reliable representation of the project's expenses:

+ 0 to 10 points

Maximum points will be awarded to projects with budgets that provide a detailed, line item breakdown of project expenses and revenues and indicate the source of the information used to develop the estimates.

**F. Use Agreement**

The proposed use and maintenance agreement is reliable and sufficient:

+ 0 to 5 points

Maximum points will be awarded to projects with agreements that clearly delineate responsibilities for scheduling, maintenance, replacement of worn/broken material or parts, including labor and cost.

A long-term use agreement must be in place between the partners. The agreement must ensure that priority for use of the improved field or facility is given to persons under the age of twenty-one for the period of time commensurate with the level of funding. Use Agreement will include a term for facility maintenance, public access, and recreation programming.

Range \$\$\$	Years
0-14,999	5
15,000-29,000	8
30,000-49,000	12
50,000-75,000	15

**G. Bonus Points**

Five (5) bonus points will be awarded if:

- It is an application that was submitted previously and applicants were advised to make revisions in the project, and they have done so in the current application.

Fifteen (15) bonus points will be awarded if:

- The project is located in a low/moderate-income community as determined by criteria established in Section II.E.

## **Section IV. How Award Decisions Will be Made**

Staff will evaluate the applications and rank them by score. The King County Executive will review the evaluations and scoring. Using a projection of total funds available, the Executive will recommend which projects should receive funds and how much should be left in reserve (in case total funding falls short of projections). The King County Council will make the final decisions.

### **Legal and Contractual Requirements**

The King County Council decision is not yet notice to proceed. Spending authority comes through a King County contract. Contracts for spending the award are negotiated through YSFG program staff following the Council's action.

King County will contract with the public entity, unless the entity wishes otherwise, in which case the community group must be a 501(c)(3) nonprofit. At the time of contracting, the following items apply:

1. A long-term use agreement must be in place between the partners. The agreement must ensure that priority for use of the improved field or facility is given to persons under the age of twenty-one for the period of time commensurate with the level of funding. Use Agreement will include a term for facility maintenance, public access, and recreation programming.

<u>Range \$\$\$</u>	<u>Years</u>
0-14,999	5
15,000-29,999	8
30,000-49,999	12
50,000-75,999	15

2. All necessary construction permits required by the appropriate jurisdiction must be obtained or identified and being applied for.
3. Certificate of Insurance. The agency will note King County as additional insured during the contract period and supply King County with a certificate of insurance that includes appropriate levels of insurance as noted in the contract.
4. Contractors must comply with federal laws governing Fair Labor Standards, Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1991, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990 (this may impact the scope and cost of projects), and any other applicable federal, State, and local laws.
5. State prevailing wages may apply. This may impact a project's proposed budget.

